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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

SKILL DEVELOPMENT AND INDUSTRIAL TRAINING DEPARTMENT

Notification

The 17th March, 2020

No. TA/RTI Act. 2005/AA5/Admn I/5363.— The Governor of Haryana is hereby makes the works/duties of Peon at HQ and Peon-cum-Chowkidar and Workshop Attendance in sub-offices in Skill Development and Industrial Training Department.

Duties of Peon/Peon-cum-Chowkidar:

- (1) To mend, trim, stitch, bind old records and files etc. in Record room and in the branches/section.
- (2) To affix service postage stamps on envelopes, maintain their accounts prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc.
- (3) To sort-out and properly keep the record in the record section.
- (4) To carry and deliver dak within and outside the office.
- (5) To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.
- (6) To attend the telephone calls when the officer is not in his seat.
- (7) As soon as he comes to office, he should open the windows unless there are instructions to the contrary.
- (8) To make the photocopy of the office document as per directions of the officers/officials.
- (9) To assist the staff on duty during conducting the examination.
- (10) He should dust the office tables, chairs, almirahs, windows, book-shelves, file cabinets and other furniture and keep the office rooms clean and tidy.
- (11) He should remove all waste papers etc. for disposal as directed by the officer or the officials of the Branch concerned.

- (12) He must not leave office until all in the Branch have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer In-charge or of the Superintendent/In-charge of the Branch to whom he is attached.
- (13) Before leaving office he should switch off all lights, fans and heater, if any, and close the windows.
- (14) He should fill up the water jug/glass for use of the officer or staff.
- (15) He should assist in office work as may be required of him.
- (16) He should have a general idea about the arrangement for receipt of local and outside dak.
- (17) He should know the working hours of local Post, Telegraph Offices and Treasury.
- (18) He must avoid personal work when he is sent out on official work.
- (19) He should know the description of stationery articles and various kinds of forms used in the office.
- (20) He should be polite and respectful toward all officers and staff.
- (21) He should be very courteous and helpful toward members of the public visiting the office.
- (22) He must always come to office in uniform, which should be clean, and his appearance should be neat and tidy.
- (23) To assist loading & unloading of stock and store received at the institution/office and shall help the store keeper in keeping the stores in order.
- (24) He can be asked to perform any other duty during or beyond ITI hours by his superior.
- (25) To attend to any other work assigned by the Principal/Head of the office/Officer In-charge.
- (26) He will responsible to carry and distribute the office file/dak amongst all concerned Sections.
- (27) He will responsible to attend the officers at Headquarters and while on tour.
- (28) To keep and watch and ward of the office/ITI during and after office hours during his duty hours.
- (29) He will responsible to take precautionary measures relating to prevention of fire and damage to Government property.
- (30) He will help in prevention of entry of stray animals in the ITI/Officer premises.
- (31) Any work assigned to him by his officer incharge.

Duties of Workshop Attendant:

- (1) Proper cleaning, dusting and oiling of workshop tools, equipments and machineries.
- (2) To assist the Instructor during the course of practical training and placing the tool/equipments on relevant place after practical.
- (3) To keep watch & ward and up keep of Machinery/Equipment of workshop.
- (4) To visit the establishments along with Craft Instructor/Group Instructor/Principal for Dual System of Training, On-the-Job training, apprenticeship training and for other purposes.
- (5) To arrange tea/snacks/water for the officers/officials
- (6) To carry out the miscellaneous works in workshop/Institute during repair of machine/equipment and infrastructure.
- (7) To manage scrap & raw material and keep its security.
- (8) To carry dak/files/office record in and out of the office/Institute.
- (9) To assist the staff on duty during conducting the examination.
- (10) To mend, trim, stitch, bind old records and files etc. in the branches/section/workshop.
- (11) To affix service postage stamps on envelopes, maintain their accounts prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc.
- (12) To carry and deliver dak within and outside the office.

- (13) To ensure the cleanliness and general up-keep of the furniture, fixture and equipments, machines in the workshop/store/section/office where posted.
- (14) To attend the telephone calls when the officer/workshop In-charge is not in his seat.
- (15) As soon as he comes on duty, he should open the windows/gates of the office/workshop unless there are instructions to the contrary.
- (16) He should dust the office tables, chairs, almirahs, windows, book-shelves, file cabinets and other furniture and keep the office /workshop clean and tidy.
- (17) He should remove all waste papers etc. for disposal as directed by the officer or the officials of the Office/Workshop concerned.
- (18) He must not leave office/workshop until all in the Branch have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer In-charge or of the Superintendent/In-charge of the Branch/Workshop to whom he is attached.
- (19) Before leaving office/workshop he should switch off all lights, fans and heater, if any, and close the windows.
- (20) He should assist in any office/workshop work as may be required of him.
- (21) He should have a general idea about the arrangement for receipt of local and outside dak.
- (22) He should know the working hours of local Post, Telegraph Offices and Treasury.
- (23) He must avoid personal work when he is sent out on official work.
- (24) He should know the description of stationery articles and various kinds of forms used in the office/workshop.
- (25) He should be polite and respectful toward all officers, staff and members of the public visiting the office/institute/workshop.
- (26) He must always come to office in uniform, which should be clean, and his appearance should be neat and tidy.
- (27) To assist loading & unloading of stock and stores received at the institution/workshop/office and shall help the store keeper/workshop In-charge in keeping the stores in order.
- (28) He will responsible to carry and distribute the office file/dak amongst all concerned Sections.
- (29) To keep and watch and ward of the office/ITI during and after office hours during his duty hours.
- (30) He will responsible to take precautionary measures relating to prevention of fire and damage to Government property.
- (31) He will help in prevention of entry of stray animals in the Institute/Office/workshop premises.
- (32) To attend to any other work that may be assigned by the Head of the office/workshop time to time.
- (33) He can be asked to perform any other duty during or beyond ITI/office hours by his superiors/ In-charge.

VIJAYENDRA KUMAR,
Principal Secretary to Government, Haryana,
Skill Development and Industrial Training Department.